

B6/5

18 Jun 75

MEMORANDUM FOR: Chief, Personnel and Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Logistics Services Division, OL
Chief, Printing and Photography Division, OL
Chief, Procurement Division, OL
Chief, Real Estate and Construction Division, OL
Chief, Supply Division, OL

SUBJECT : Fighting Inflation and Reducing Daily Operating Costs

REFERENCES : (a) Multiple Adse Memo dtd 6 Dec 74 fr D/L, subj:
"Material for Presentation at the Winter Conference
of Deputy Directors"
(b) Multiple Adse Memo dtd 28 Feb 75 fr DCI, same subj

1. Reference (a) requested you to list and comment on all of the measures you are taking in the areas of cost reduction and inflation fighting. Mr. Colby, in reference (b), requested that he be advised quarterly of the results of our efforts in this program so that he can prepare a quantified report to the President.

2. By close of business 30 June, please forward your April through June quarterly report to Plans and Programs Staff in the format suggested in reference (a). The key word, of course, is "quantified." Wherever it is possible to do so, dollar savings resulting from your anti-inflation and cost-reduction measures should be stated so that we can make a meaningful contribution to Mr. Colby's report to the President. Items included in your previous submissions, as well as any new measures which you have adopted, should be reported upon.

/s/ Michael J. Malanick

Michael J. Malanick
Director of Logistics

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